

 JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 3-JDTP-1B-19; 3D-22, 23, 24
CHAPTER: Day Treatment Services	AUTHORITY: KRS 15A.0652
SUBJECT: Work Programs	
POLICY NUMBER: DJJ 1029	
TOTAL PAGES: 2	
EFFECTIVE DATE: 4/05/2019	
APPROVAL: Carey D. Cockerell , COMMISSIONER	

I. POLICY

Day treatment programs shall provide students the opportunity to participate in work programs as a means to teach daily living skills.

II. APPLICABILITY

This policy shall apply to Department of Juvenile Justice (DJJ) operated day treatment programs.

III. DEFINITIONS

Refer to Chapter 1000.

IV. PROCEDURES

- A. Students shall not be required to participate in uncompensated work assignments unless it is related to housekeeping, maintenance of the facility or its grounds, personal hygiene needs, part of an approved vocational or training program, or for restitution.
- B. A work program assignment shall not conflict with school attendance unless approved by the educational staff. Work programs may be included in the student's Individual Treatment Plan (ITP) or Individual Plan of Instruction (IPI). Each Superintendent and school administrator shall collaboratively establish written procedures for such programs. The Facilities Regional Administrator (FRA) or Regional Division Director shall approve these procedures.
- C. Program staff may provide facility resources and staff time devoted to assisting employable students in locating and maintaining employment in the community.
- D. If students are to earn wages through participation in a work program that will be ongoing, a work agreement shall be executed. This agreement shall include the employer's name, salary paid, work schedule assigned, and level

POLICY NUMBER DJJ 1029	EFFECTIVE DATE 4/05/2019	PAGE NUMBER 2 of 2
---	---	-------------------------------------

of supervision. The work agreement shall contain the provision which requires the employer to abide by the Kentucky Child Labor Laws, where applicable.

- E. Work programs shall comply with all legal and regulatory requirements.
- F. A Kentucky Child Labor Law poster regarding hours of work permitted for minor students fourteen (14) to seventeen (17) years of age, shall be posted in a conspicuous place in the facility.
- G. Medical documentation indicating that the student is physically capable of performing the required work shall be maintained in the student's individual medical record for any student participating in a work program.

V. MONITORING MECHANISM

- A. The Education Branch shall conduct monthly monitoring to ensure staff are providing safety training for student's in technical classrooms.
- B. This procedure shall be monitored by the Superintendent and the FRA or Regional Division Director.